

Printing Services 17
PSD History
1942-1968

out by
Photo Br.



STAT

11/3/88
for PPG Project

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Production Manager, PSD

6 NOV 1968

Chief, Printing Services Division, OL

Space Utilization, Printing Services Building

STAT

1. Last week, [] visited PSD for the purpose of obtaining information concerning our requirements for storage space. As a part of his background on the matter, I took him on a tour of the Printing Services Building. After the tour he indicated that he was quite favorably impressed with our overall utilization of space throughout the building. He did have one suggestion, however, that I feel is appropriate and may be beneficial to us.

2. His comment concerned the greater utilization of high wall space through the installation of cabinets and/or shelving. In some locations, such as the Bindery, it may even be feasible to install racks above equipment located along walls for the temporary retention of work in process. In other locations, it may be possible to relocate small items so as to relieve congestion on work tables and other areas wherein they occupy floor space.

3. Will you please look into this matter with your individual branch chiefs in the Main Plant and initiate appropriate action where feasible. Construction work requiring PSD funds must, of course, be within the amount we have available for such work.

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OL/PSD: [] (6 Nov 68)

ADMINISTRATIVE
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SECRET

1 November 1968

MEMORANDUM OF UNDERSTANDING

SUBJECT : Central Reference Service Photography and Photo Processing Functions

REFERENCES: (a) Inspector General Survey of the Printing Services Division, September 1966

(b) Study of CIA Publication Requirements and Capabilities, June 1968; Report of the CIA Publications Requirements Study Group

1. Reference (a) recommended that CRS cease photographic processing when PSD moved into its new building. Reference (b) suggests that PSD and CRS consider what activities of CRS might be absorbed by PSD.

2. The Support Services Group, CRS and PSD have reviewed the matter and have reached the following understanding:

a. The establishment of a photo lab in CRS originally was necessitated by the fact that CRS had a substantial volume of photographic processing and printing of a "crash" nature, where time did not permit utilization of the PSD photo lab in Alexandria. It is clear that this reason for the retention of a photo lab in CRS no longer exists. PSD is fully capable of accomplishing all photographic processing and printing required by CRS, including "crash" work. PSD is willing to accept the photo processing and printing work now accomplished in the CRS lab with no increase in staffing.

b. In view of the responsibility of CRS for coordinating the collection of ground and personality photography on a worldwide basis, requiring the maintenance of some technical photographic expertise, CRS feels that the existing small photo lab facility should be retained primarily for testing, training, and developmental purposes. Such retention also would serve to relieve PSD of certain small processing or printing jobs of an urgent nature which normally would have to be hand-carried to PSD. PSD has no objection to retention of the CRS photo lab for these purposes.

SUBJECT: Central Reference Service Photography and Photo Processing Functions

c. CRS will retain the Headquarters photographer function. PSD will provide assistance in photographic assignments upon request.

[Redacted]

Chief, Printing Services Division, OL

[Redacted]

Chief, Support Services Group, CRS

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